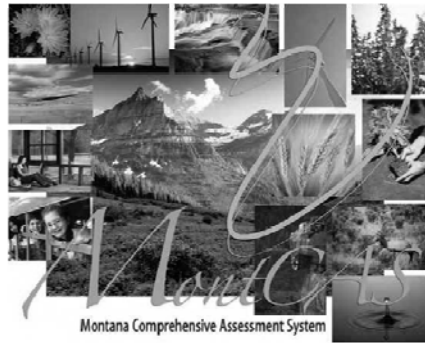


Montana State Testing Pilot

ACT Plus Writing Implementation Webinar

October 2011



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Montana Gear Up Grant



- GEAR UP
 - Gaining Early Awareness and Readiness for Undergraduate Programs
- \$28 Million grant
- Includes an implementation pilot of the ACT Plus Writing for all GEAR UP high school juniors and a sample of other Montana high school juniors in the Spring of 2012

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ACT Plus Writing

- Five curriculum-based assessments
 - English
 - Mathematics
 - Reading,
 - Science
 - ACT Writing Test

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ACT Plus Writing Pilot

- Implementation pilot will be conducted in a sample of Montana High Schools that submitted a signed participation request.
- Pilot will be administered on a regular school day in April 2012 in each of the selected schools.
- Students who participate will receive their scores and may have them sent to potential colleges/universities

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OPI Contact Information

- Debbie Casey
 - Assessment Administrative Assistant
 - 406-444-3511 or dcasey@mt.gov
- Judy Snow
 - State Assessment Director
 - 406-444-3656
- ACT Plus Writing OPI Website
 - http://www.opi.mt.gov/Curriculum/MontCAS/index.html#p7GPc1_12

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From State Superintendent Juneau

“ We should do everything we can to eliminate barriers for young people in Montana to access higher education and achieve their dreams. Covering the cost of the ACT Plus Writing for every junior in Montana gives every student the opportunity to assess their college and career readiness.”

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More From State Superintendent Juneau

“ Making data-driven decisions is essential for the continued improvement of our public education system. Currently, about 60% of Montana students take the ACT. ACT Plus Writing for every junior will give us a complete picture of how Montana's K-12 public education system is preparing all our students for success after high school.”

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Today's Goal

- Provide important information to Montana School administrators to assist in the successful planning & administration of the ACT assessment.
- Review decisions and activities school principals and appointed testing staff need to know to complete the “Establishment Process” for ACT testing.

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Today's Agenda

- The ACT
 - Overview and Cycle
 - Review of the Schedule and Critical Dates
 - The Test Site Establishment Process
 - Testing Requirements and Facilities
 - Other Test Administration Requirements
 - Test Materials – Non Secure and Secure
 - Training Webcast
 - ACT Accommodations
 - ACT Reporting
 - Sources of Information

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2011-2012 State Testing Program **The ACT Plus Writing**



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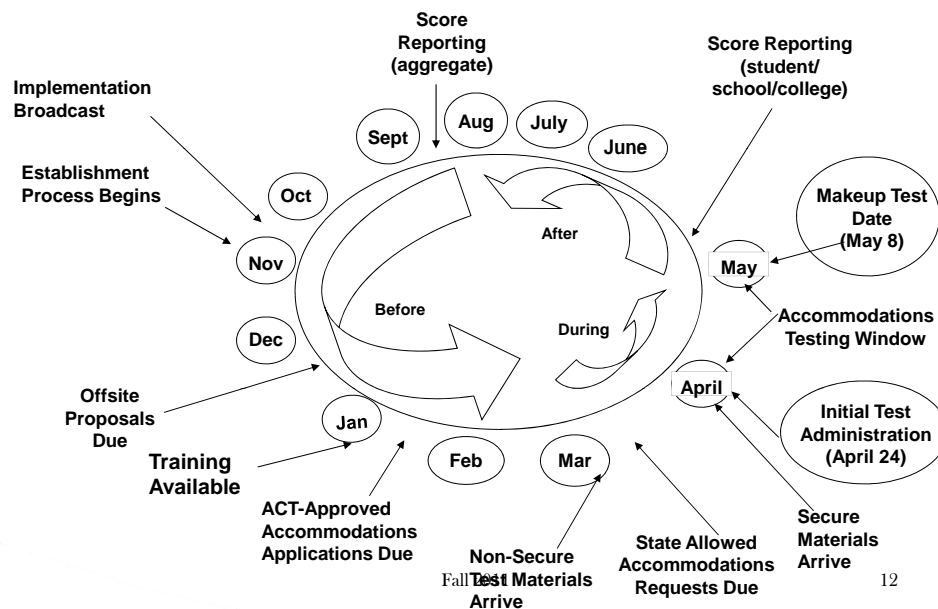
2011-12 State Testing Program

- All Grade 11 Students:
 - ACT Plus Writing– English (45 mins), Mathematics (60 mins), Reading (35 mins), Science (35 mins), and Writing (30 mins)
 - Standard Time, ACT-Approved Accommodations, and State-Allowed Accommodations

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ACT State Testing Cycle Overview for the Montana Pilot



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2011-12 State Testing Program

- The Basics
 - Administration must meet Standard Testing Requirements
 - Scores from Standard Time and ACT-Approved accommodations
 - College-reportable scores accepted by all colleges and universities in the U.S.
 - NCAA accepts for initial eligibility
 - Scores from State-Allowed Accommodations are available to state and schools only (these are NOT college-reportable)

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For a Successful Test Administration

- Become familiar with the procedures and calendar
- Heed due dates and deadlines
- Assign responsibilities
- Read training materials and Supervisor's Manuals
- Manage the test day schedule
- Please contact ACT with your questions – don't assume
- ACT State Testing for Montana differs from ACT National Testing

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Review of the Schedule and Critical Dates



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Spring 2012 ACT Assessment Administration

- Initial Standard Time Test Day – April 24
- Makeup Standard Time Test Day – May 8
- Accommodations Testing Window
April 24 – May 8 for both ACT-Approved and
State-Allowed Accommodations

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If a Student is Absent

- If a standard time student is absent on the April 24th
Initial test day:
 - Reschedule the student to test on May 8th
 - Order Makeup Materials online no later than April 25th
- If a standard time student misses testing on both April 24th and May 8th there is no additional makeup opportunity
- Accommodated students may test anytime in the window between April 24th through May 8th

Immediate Activities

- Establish Montana high schools as test sites
- Principals – complete profile information and identify key staff
 - Test Supervisor
 - Back-up Test Supervisor
 - Test Accommodations Coordinator (TAC)
- Key staff complete profile information

2011- 2012 Key Dates

Week of November 7, 2011	Test site Establishment materials received by high school principals
November 18, 2011	Receipt deadline for principal to submit required Establishment information to ACT and appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator
December 9, 2011	Receipt deadline for appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator to submit required profile information to ACT

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2011-2012 Key Dates (Continued)

December 14, 2011	Receipt deadline to submit Proposal for Off-Site Administration to ACT (if standard testing requirements cannot be met at your school)
November 1, 2011 – April 24, 2012	<ul style="list-style-type: none"> ▪TAC Video – available now at http://www.act.org/aap/state/tacvideo.html ▪Room Supervisors & Proctor Training Webcast posted early December 2011.

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2011-2012 Key Dates (Continued)

January 27, 2012	ACT's receipt deadline for the <i>Application for ACT-Approved Test Accommodations</i>
March 9, 2012	ACT's receipt deadline for requests for State-Allowed Accommodations

Email from ACT

Principals and appointed testing staff will receive important emails from ACT throughout the testing cycle. It is important that emails from:

MTtest@act.org

Statetesting@act.org

be “accepted” by your email system so you do not miss important information. Please adjust your SPAM filters accordingly.

The Test Site Establishment Process



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Test Site Establishment

- Establishment Packet materials posted to website and sent to high school principals November 3, 2011.
 - Materials contain a packet for the principal and each appointed testing staff
- Review key documents
 - *Checklist of Dates*
 - *Standard Testing Requirements*
 - *Qualifications and Responsibilities for Test Supervisors, Back-up Test Supervisors and Test Accommodations Coordinators*

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Test Site Establishment

- Principals – select the school’s three key testing staff: Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator
 - Principal submits the *Appointment of Testing Staff & School Information*.
- Deadline for principals to submit school information and online profile forms
November 18, 2011

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Testing Requirements – Facilities and Staffing



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Test Facilities

- Freedom from distractions
 - No unauthorized observers in the room or area
 - Uninterrupted testing period required for all days of testing
 - No unnecessary noises (bells, public address systems, etc. must be turned off)
 - Testing rooms must be separated from regular school activities

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Test Facilities

- Choice of testing rooms for standard time administration
 - Uncrowded seating – prefer classrooms with 15-30 students
 - Manageable security – prefer no more than 100 students in one room
 - Good lighting, comfortable temperature, quiet atmosphere
- Adequate writing surfaces
 - Must accommodate both test booklet and answer document
 - No lapboards permitted

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Test Facilities

- Seating arrangements (applies equally to desks and tables)
 - Minimum of 3 feet apart (side-to-side and front-to-back)
 - All students must face the *same* direction, directly behind one another

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Testing Off-Site

- Off-site administration
 - Community College
 - Other public facility
 - Other private facility
- Each site must be approved by ACT

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Key Testing Staff

- Information to be submitted by December 9, 2011:
 - Test Supervisors - *ACT State Testing Test Supervisor and Facilities Profile*
 - Back-up Test Supervisors - *ACT State Testing Back-up Test Supervisor Profile*
 - Test Accommodations Coordinators - *ACT State Testing Test Accommodations Coordinator Profile*

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Required Testing Staff

- Test Supervisor
 - Responsible for all assessment activities
 - Responsible for all testing materials
- Back-up Test Supervisor
 - Responsible to serve if Test Supervisor unable to do so
 - Will assist the Test Supervisor
- Test Accommodations Coordinator
 - Submits a request for each student requiring accommodations
 - Coordinates all accommodations testing for the school
- These personnel needed in each high school
- Identified by November 18, 2011 and profiles submitted by December 9, 2011

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Avoiding Conflicts of Interest

- Test Supervisors and Back-Up Test Supervisors have access to secure test materials prior to testing.
- To avoid the appearance of a conflict of interest, and to protect relatives (siblings, children, step-children, grandchildren, nieces, nephews) and wards from allegations of impropriety:
 - **Test (and Back-up) Supervisors** may ***not*** be related to ***any*** student ***anywhere*** in Montana taking the State Testing administration with standard time
 - **Room supervisors and proctors** may ***not*** assist in a room where any relative is being tested

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Avoiding Conflicts of Interest

- TACs – May not be related to, or guardian of, any student testing with accommodations anywhere in Montana during the accommodations testing window (see list of relatives / guardians on prior slide).
- Athletic Coaches
 - For Accommodated Testing – may not serve as the Test Accommodations Coordinator if any student-athlete tests with accommodations.
 - For Standard Time and Accommodations Testing – may not serve as a Room Supervisor in any one-on-one situation where student-athlete is testing.

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Staff Requirements

- Required number of qualified staff per room
 - 1 room supervisor required for each room,
 - **Plus** 1 proctor for every 25 students in the room after the first 25 (i.e., $26-50=1$; $51-75=2$; $76-100=3$)
 - For accommodations the proctor ratio is 1 to 10.
- Testing staff may not be
 - Involved in test preparation for commercial gain outside of normal teaching responsibilities
 - Enrolled in high school

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Other Test Administration Requirements



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Assessment Administration

- Test Supervisors and TACs are responsible for training the staff that will assist them during the testing (e.g., room supervisor, proctors, readers)
- Assessment administration staff will need to attend a briefing session at least 30 minutes prior to the start of testing.
- All test sites must test on the designated test days with testing as the first activity of the morning, starting verbal instructions no later than 9 a.m.
- Schedule adjustments will be necessary for students with different schedules (e.g., night classes)

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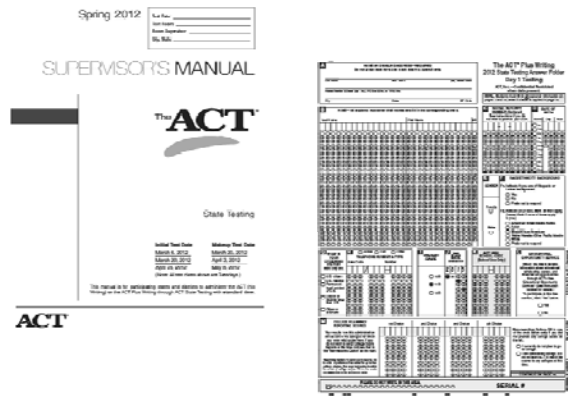
Security

- Receipt, check-in, and verification of test booklets by serial numbers
- The Test Supervisor and Test Accommodations Coordinator are responsible for ensuring restricted access at **all** times from moment of receipt to return (documented “chain of custody”)
- Test materials are never left unattended
 - Answer documents **not** returned to students after testing is complete
- Immediate and complete return of all materials to ACT as outlined in “return of materials” procedures

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Test Materials – Non-Secure and Secure



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Non-Secure Test Materials

- Shipped to Test Supervisors at each school
Week of March 12, 2012
 - Supervisor's Manual
 - *Taking the ACT*
 - Answer Documents (blank)
 - Barcode Labels

- Non-Secure materials used to complete pre-test session

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Secure Test Materials



Standard Time Testers

- Standard Time - Shipped to Test Supervisors at each school

Scheduled to arrive the week of April 16, 2012

- Test Books – Standard Time
- Return envelopes and plastic polmailer bags
- Supervisor Report Forms
- Keep cartons for use in return of test materials

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Secure Test Materials



Accommodated Testers

- Accommodated Materials – Shipped to TAC at each school
 - Separate shipments of ACT-Approved and State-Allowed
 - Scheduled to arrive week of April 16th

Accommodated Testing

- Individual “kit” for each student includes all materials needed to test
- Keep cartons for return of all accommodated test materials.

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Training Webcasts



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Test Administration Training

- Three Sessions offered:
 - Webinar – Thursday, January 12, 2012 from 3:30 to 6 pm
 - In person session – Wednesday, January 18 from 1-4 pm in Helena as part of the 2012 Assessment Conference
 - Webinar – Wednesday, January 25, 2012 from 8 – 10:30 am

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Test Administration Training

- All Appointed Test Staff -- All Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators are expected to participate in training.
- Training packets (3 copies) will be provided to each participating school the week of January 2, 2012.
- Sent to the attention of the Test Supervisor at the school.
- System Test Coordinators will be invited to participate.

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Test Administration Training

- What will be covered:
 - Testing requirements – before, during, and after testing
 - Policies and procedures for the ACT test
 - In-school training – room supervisors and proctors
 - Testing with accommodations
 - Returning materials
 - Avoiding the Pitfalls

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Training for TACs

- Accommodations Training video is now available for all Test Accommodations Coordinators. The streaming link is:
http://www.act.org/aap/video/state_allowed.html
- It is critical for Test Accommodations Coordinators to begin reviewing the video immediately to ensure that all procedures are followed and deadlines are met.
- Test Administration Training Webcast will address issues and information specific to test accommodations.

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Following the Training

- Testing staff must read and be familiar with the ACT Supervisor's Manuals
- The Test Supervisor must schedule an in-school session (before test day) for students to complete all ACT pre-test information.
- RS / Proctor Training – will be available online in early December.

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Following the Training

- A local training session for all testing staff is required before testing (facilitated by the Test Supervisor at each school).
- A separate training session is required for all staff who will be supporting students testing with accommodations (facilitated by the TAC at each school).
- Room Supervisors and Proctors must also read and be familiar with the Supervisor's Manuals.
- Plan ahead!

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ACT - Accommodations



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Accommodations Overview

- Accommodations Provided on the ACT
 - ACT–Approved Accommodations
 - State–Allowed Accommodations
- Application Process
- Important Dates and Contact Information

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ACT uses the ADA

- **Disability:** A mental or physical impairment or condition that *substantially limits* a *major life activity*.
- **Major Life Activity:** (e.g. walking, speaking, seeing, hearing, breathing, learning) tasks that the average person can perform with little to no difficulty.
- **Substantial Limitation:** inability or significant restriction in the conditions, duration, or manner in which a person performs a major life activity, compared to the average person.

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Accommodation Options

- **ACT-Approved Accommodations** result in ACT scores that are fully reportable to colleges, scholarships, and other entities.
 - **Currently** on an Individualized Education Program (IEP) or Section 504 Plans
 - Professionally Diagnosed and Documented Disability
- **State-Allowed Accommodations** result in ACT scores that are not college-reportable; they are used for state accountability purposes only.
 - Limited English Proficiency (LEP) students who do not have a disability but receive accommodations in school

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Local Decisions

- Preferential seating (e.g. front of room)
- Small group or individual testing
- Wheelchair access
- Marking responses in the test book
- Snack for diabetic student
- Sign language interpreter (Directions Only)



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ACT-Approved Application Process

**RECEIPT DEADLINE:
January 27, 2012**

- Side One
 - A. Student Information
 - B. Previously Approved
 - C. Diagnosis
 - D. Test Format
 - E. Test Time
 - F. Other Accommodations

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ACT-Approved Application Process

**RECEIPT DEADLINE:
January 27, 2012**

- Side Two
 - A. Specific Disorder
 - B. History
 - C. School Plan
 - D. School Signature
 - E. Parent Signature

ACT–Approved Application Process

■ Common Problems

- Missing required documentation
- Diagnosis based on discrepancy
- Doesn't contain recommended accommodation
- Credentials of evaluator not included

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ACT–Approved Application Process

**RECEIPT DEADLINE:
January 27, 2012**

■ TAC Header

- # of Applications
- School Information
- TAC Information
- Roster of Students
- Mailing Address

ACT Date: _____

Test Accommodations Coordinator Header
(For the ACT for State Testing)

This envelope contains _____ completed accommodations forms for the ACT for State Testing from _____ (number)

(Please print your information legibly below. It is imperative that the correct ACT High School Code and full school name be provided. If anything is incomplete it will delay processing of the forms.)

Name of High School _____ ACT High School Code _____ State _____

Test Accommodations Coordinator: (This form must be signed by the same individual who signed the Test Accommodations Coordinator Agreement on file at ACT for the current school year.)

Test Accommodations Coordinator Name _____ Work Telephone Number _____

Signature: _____ Date: _____

Review the following checklist prior to sending completed accommodations forms to ACT:

- ✓ Include an application for all students submitted.
- ✓ All information has been completed on each accommodations form.
- ✓ All required documentation to support each accommodations form has been included.
- ✓ The student/parent and school official have signed and dated the accommodations form.
- ✓ This header must accompany each group of completed accommodations forms returned to ACT.

Accommodations forms must be received at ACT by the appropriate deadline listed on your accommodations forms and sent to:

ACT State Test Accommodations
307 N. I Drive
PO Box 4071
Iowa City, IA 52241-4071

(This document may be photocopied)

ACT-Approved Application Process

- Review Process
 - Release of Information
 - Denials
 - Provide Additional Information
 - Test Standard Time OR State-Allowed
- Preliminary Roster – week of March 12, 2012
 - All or Partial approvals
 - Review for Accuracy by March 26, 2012

ACT-Approved State Test Accommodations Roster
ACT High School Code: 11-111 ACT High School
Test Accommodations Coordinator: Sam Smith

1.	Ref No. 650001	John Smith
Timing Code: 2 - Up to double time on each test (over multiple days)		
Test Format: STATE REGULAR 9H / WRITING 14K		
No additional accommodations.		
2.	Ref No. 650002	Joe Smith
Timing Code: 3 - Up to triple time on each test (over multiple days)		
Test Format: STATE REGULAR 9H / WRITING 14K / READER		
Clarification of Accommodations: * Each examinee approved for a reader must test individually. The room supervisor must read the tests to the examinee verbatim from the provided Reader's Scripts, NOT from a regular print test booklet.		
3.	Ref No. 650003	Julie Smith
Timing Code: 1 - Standard time		
Test Format: STATE REGULAR 9H / WRITING 14K		
Clarification of Accommodations: * Testing over multiple days using standard time limits is approved. Each subject must be completed in one sitting. * The use of a reader is NOT approved.		
4.	Ref No. 650004	Jan Smith
Timing Code: 4 - Up to 5 hours and 45 minutes total to complete all 5 tests		
Test Format: STATE REGULAR 9H / WRITING 14K		
Clarification of Accommodations: * Authorization to test over more than one day is NOT approved.		
5.	Ref No. 650005	Jane Smith
Timing Code: 7 - Up to time-and-a-half on each test (over multiple days)		
Test Format: STATE REGULAR 9H / WRITING 14K		
No additional accommodations.		

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State-Allowed Ordering Process

- Students needing State-Allowed Accommodations:
 - Denied ACT-Approved Accommodation
 - Do not meet requirements for ACT-Approved Accommodations
 - LEP students
- Materials orders – submit by March 9, 2012
 - No approval by ACT
 - Materials not assigned to individual students
- Preliminary rosters for State-Allowed Accommodations sent the week of March 30, 2012.

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Accommodations Summary

■ Important Dates

- ACT-Approved Application - Receipt Deadline January 27, 2012
- Preliminary Roster – Changes by March 26, 2012
- State-Allowed Order – Receipt Deadline March 9, 2012
- Testing Window – April 24 through May 8, 2012

■ Resources/Contact Information

- Website - <http://www.act.org/aap/disab/index.html>
- 800/553-6244 x1788 (7:00 AM – 5:00 PM CST)
- ACTStateAccoms@act.org

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ACT Reporting



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ACT Score Reports

- **Standard ACT Score Reports**
 - Reports to High Schools:
 - Student Reports
 - High School Reports
 - Colleges and Universities
 - School / District Aggregate Reports
- **State-Allowed Accommodations (not college-reportable)**

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Sources of Information



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For More Information

- OPI ACT website link:
http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_12
- ACT link for key documents for Montana State Testing:
<http://www.act.org/aap/montana>
- OPI Contacts
 - Judy Snow, State Assessment Director -- jsnow@mt.gov or 406-444-3656
 - Debbie Casey, Assessment Administrative Assistant -- dcasey@mt.gov or 406-444-3511
- For ACT specific questions
 - ACT State Testing 800/553-6244 x 2800
 - ACT State Testing Accommodations 800/553-6244 x 1788
 - MTtest@act.org

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Questions and Answers



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